



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

HALL OF JUSTICE
400 COUNTY CENTER
REDWOOD CITY, CALIFORNIA 94063

JOHN C. FITTON
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5016
FAX: (650) 261-5147
www.sanmateocourt.org

March 5, 2015

Debora Morrison, Senior Attorney
Legal Services | Leadership Services Division
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102-3688

Re: Notification of Expanded Hours

Dear Ms. Morrison:

The San Mateo Superior Court is committed to providing the best trial court services possible, given our available resources. Based on our ongoing actions to improve productivity, create efficiencies and effectively manage costs, our court has been able to add eight positions in the past year. With this addition to our workforce, we plan to incrementally extend our public service hours, effective April 3rd, 2015.

After over a billion dollars in state cuts and restorations totaling a fraction of the amount cut, state trial court funding continues to be inadequate to sustain all prior court services. Locally, our San Mateo court workforce was reduced by 130 positions and we remain funded at approximately 73% of the amount justified by the current workload based allocation and funding methodology (WAFM). Eight restored positions cannot cover the workload of the original 130 that were lost due to ongoing state cuts, even after all reasonable efficiencies, best practices and productivity measures are implemented. This said, we remain committed to further increasing access to justice in proportion to our ongoing ability to successfully improve productivity – and the level of essential state trial court funding provided.

The San Mateo Superior Court is providing this courtesy notice of our plans to extend public service hours for all Clerks' Offices, effective April 3, 2015. Currently, our Criminal and Traffic Clerk's Offices are open from 8:00 a.m. to 2:00 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday. Our Civil, Family Law, Juvenile, Probate and Small Claims Clerk's Offices are open from 8:30 a.m. to 2:00p.m. Monday through Thursday and 8:30 a.m. to noon on Friday. Effective Friday, April 3, 2015, the opening hours for each of these offices will remain as they currently are; however all clerk's offices will remain open until 2:00 p.m. Monday through Friday. Drop boxes will continue to be available at each court location with documents submitted by 4:00 p.m. being deemed filed that day. Our Records Division will extend public service hours and be open from 8:30 a.m. to 2:00 p.m. Monday through Friday.

Additionally, the telephones will be answered in all clerk's offices from 10:00 a.m. to 2:00 p.m. Monday through Friday. Currently, the phones are answered from 10:00 a.m. to 2:00 p.m. Monday through Thursday and until 12 noon on Friday. Attached is the public notice that we are posting in our court facilities.

Letter to Ms. Debora Morrison
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Please contact me at (650) 261-5016 if you have any questions regarding these changes.

Sincerely,

A handwritten signature in blue ink, appearing to be 'J. Fitton', written over a light blue horizontal line.

John C. Fitton
Court Executive Officer

cc: Honorable John L. Grandsaert, Presiding Judge
Rodina Catalano, Deputy Court Executive Officer
Susan Maxwell, Senior Court Services Manager
Charles Perkins, Senior Attorney Legal Services Judicial Council of California

IMPORTANT NOTICE

EFFECTIVE FRIDAY APRIL 3, 2015

CLERK'S OFFICE COUNTER HOURS WILL BE EXTENDED
ON FRIDAYS. THE OFFICES WILL NOW BE OPEN UNTIL
2:00 P.M. MONDAY-FRIDAY

PHONE HOURS **AND** THE RECORDS DIVISION COUNTER HOURS WILL
ALSO BE EXTENDED TO 2:00 P.M. MONDAY-FRIDAY

We remain committed to provide the best trial court services possible, given our available resources. While state trial court funding remains inadequate to sustain all prior court services, we continuously strive to improve access to justice.